

## WEATHERIZATION AUDITOR/MECHANIC

### **General Definition of Work:**

Performs intermediate skilled technical work assessing home energy efficiency, monitoring and following up on home energy efficiency improvements for the North Carolina Weatherization Assistance Program. Performs intermediate semiskilled and skilled work in a variety of building maintenance assignments. Work is performed under the regular supervision of the Community Development Manager. Daily guidance and direction concerning building maintenance assignments is provided by the Building Maintenance Supervisor.

### **Essential Functions/Typical Tasks:**

**Assessing home energy efficiency; monitoring quality of weatherization improvements; ensuring compliance with Department of Energy guidelines and local building codes; performing general building maintenance and repair activities; performing carpentry, electrical, plumbing and mechanical maintenance and repair tasks; ; preparing and maintaining files and records.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Schedules and conducts initial energy audits of single family homes and apartments.
- Prepares preliminary determination of energy measures to install.
- Performs field inspections and reinspections for code issues related to weatherization program home improvements.
- Receives and investigates complaints in regard to defective weatherization construction and handles enforcement problems.
- Inspects existing buildings for substandard or hazardous conditions, structural failures of improver uses.
- Conducts final home energy audit to ensure compliance with Department of Energy guidelines.
- Frames and lays out work to perform carpentry tasks; repairs walls and furniture.
- Installs and replaces receptacles and switches; pulls wire; installs light fixtures, ballasts, and conduit and computer wires.
- Repairs plumbing facilities and fixtures; repairs electric motors.
- Prepares surfaces for painting, paints walls, ceilings, doors, windows, cabinets and equipment.
- Reviews invoices from subcontractors for accuracy and completeness.
- Completes assigned work orders, work order reports, and prepares and maintains files and records.
- Performs other building maintenance tasks as assigned.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Knowledge of Department of Energy programs' regulations; of building construction and materials; and of home energy improvement methods. General knowledge of building and environmental codes; of maintenance, repair and manual tasks in assigned area; of the use of common hand and specialized power tools required in the work; of the safe use and operation and preventive maintenance of electrical and mechanical equipment required in the work. Working knowledge of office equipment, computers and applicable software applications. Ability to perform manual labor for extended periods; to follow instructions; to communicate effectively both orally and in writing; and to establish and maintain effective working relationships with contractors, associates, and the general public.

### **Education and Experience:**

Requires graduation from high school and considerable experience as a semiskilled or skilled worker in the maintenance, repair and/or construction activity to which assigned. An equivalent combination of education and experience may be considered.

### **Physical Requirements:**

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, crouching, reaching, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils.

### **Special Requirements:**

Possession of an appropriate driver's license valid in the State of North Carolina. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy. Requires weatherization certification.

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